



OFFICE OF THE SECRETARY OF DEFENSE  
WASHINGTON 25, D. C.

July 29, 1953

ADMINISTRATIVE INSTRUCTION NO. 19

SUBJECT: Letterhead Stationary

The following letterhead stationery is authorized for official use by personnel in the Office of the Secretary of Defense:

The Secretary of Defense  
The Deputy Secretary of Defense  
Assistant Secretary of Defense  
    (with appropriate designator, such as "Comptroller,"  
    "Manpower and Personnel," "Supply and Logistics," etc.,  
    appearing below the Department of Defense seal)  
Office of the Assistant Secretary of Defense  
    (with appropriate designators as used on stationery above)  
General Counsel  
Office of the General Counsel  
Office of the Secretary of Defense  
The Chairman, Joint Chiefs of Staff  
Joint Chiefs of Staff  
Office of Public Information

Envelopes with the printed designation "Office of the Secretary of Defense" will be used in all cases except for correspondence prepared for the signature of the Secretary of Defense, the Deputy Secretary of Defense, the Chairman of the Joint Chiefs of Staff

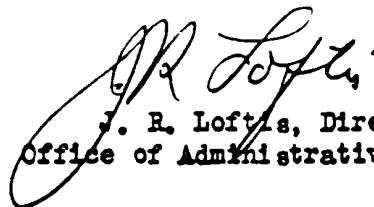
and the Joint Chiefs of Staff, in which case envelopes will be provided with those designations.

As the new Assistant Secretaries take office and supplies of the approved stationery become available, the provisions of this Instruction will supersede those provisions of Administrative Memorandum 29 June 1953 pertaining to use of Office of the Secretary of Defense letterhead.

Present letterhead stationery and envelopes now being used in various areas of the Office of the Secretary of Defense will continue to be used until supplies are exhausted or as long as such use is consistent with the organizational status of the activity concerned. Unused stationery rendered obsolete by these instructions will be returned to the supply room.

Nothing contained herein shall change the instructions in the Secretary of Defense memorandum of 5 April 1951 with respect to preparation of correspondence for the signature of the Secretary or Deputy Secretary.

Agencies, such as the Military Liaison Committee to the Atomic Energy Commission, the United States Court of Military Appeals and the Standing Group, North Atlantic Treaty Organization, attached to the Office of the Secretary of Defense for administrative support are not affected by these instructions.



**J. R. Loftis, Director**  
**Office of Administrative Services**